

EMIS Web QResearch data sharing agreement

Use this training handout to help you activate the QResearch data sharing agreement, to ensure your practice is contributing to the QResearch database.

Access Data Sharing Manager

Note: To access and use Data Sharing Manager, you must have Role Based Access Control (RBAC) activity B0109 Local Restricted System Administration in your role profile. If you need to update your role profile to add this activity, follow the instructions in the Users section of *UG148 EMIS Web Organisation configuration*.

To access Data Sharing Manager, do one of the following:

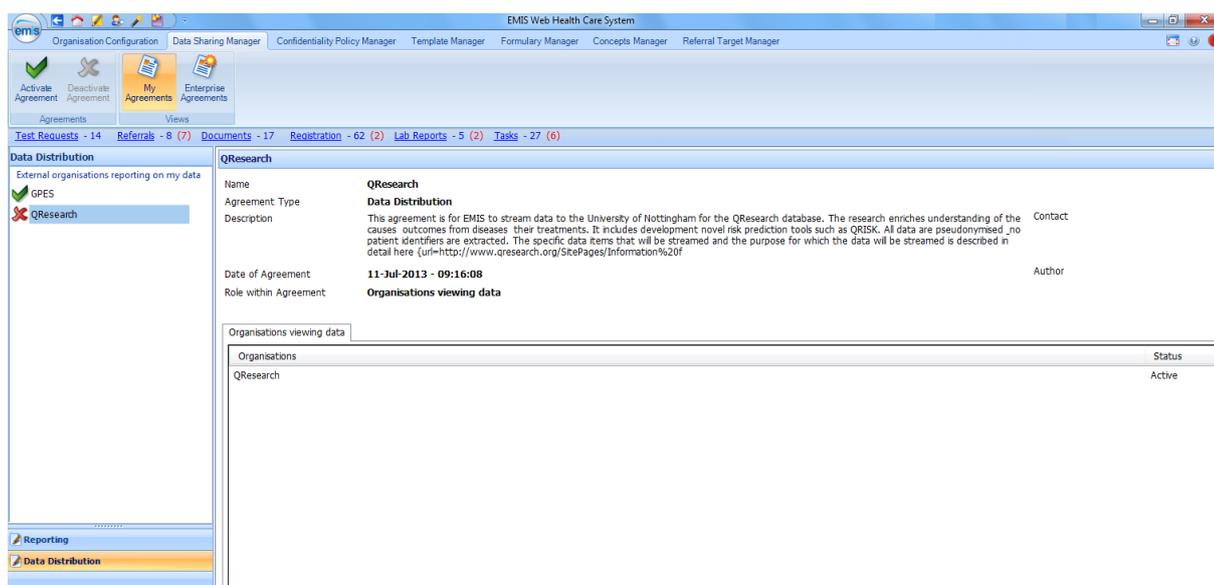
- Click , point to **Configuration**, and then click **Data Sharing Manager**.
- If you have customised the quick access toolbar, click .
- If you are already in the Configuration module, click the **Data Sharing Manager** tab.
- From anywhere else in the system, press **ALT**, press **E**, press **Z**, and then press **S**.
- On the EMIS Web homepage, click the link, if configured.

Note: The Data Sharing Manager option is *not* available if you do not have any agreements in place.

Activate the QResearch sharing agreement

1. Access Data Sharing Manager.
2. If required, on the Data Sharing Manager ribbon, click **My Agreements**.
3. At the bottom of the navigation pane, click the tab for the appropriate agreement type (**Data Distribution**).

Existing agreements are listed in the navigation pane, with a green tick beside active agreements and a red cross beside agreements that have been created, but not yet activated:



Organisations	Status
QResearch	Active

Data Sharing Manager screen

4. In the navigation pane, click the **QResearch** agreement.
Details of the agreement are displayed in the right-hand pane.
5. On the ribbon, click **Activate Agreement**.
The QResearch agreement is activated for your organisation.

Deactivate the QResearch sharing agreement

1. Access Data Sharing Manager.
2. If required, on the ribbon, click **My Agreements**.
3. At the bottom of the navigation pane, click the tab for the appropriate agreement type (**Data Distribution**).
Existing agreements are listed in the navigation pane.
4. In the appropriate section in the navigation pane, click the **QResearch** agreement.
5. On the ribbon, click **Deactivate Agreement**.
The QResearch agreement is deactivated for your organisation.

For further information, see [Data Sharing Manager in EMIS Web Help](#) 

This handout is only a guide to supplement the training you receive.

For further training, contact EMIS Customer Fulfilment: 0845 123 4455

For all your post-training support queries, go to the EMIS Web Online Support Centre, accessible from the EMIS Web homepage.

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